SOP to provide new Machine/VM and reinstalling OS on existing Machine/VM

1) Install operating system as per user's requirement. Mostly try to provide Windows 7 Prof. (you can use WDS for installing Win 7 with basic apps and updates)
2) Activate Operating system.
3) Install all drivers for hardware. E.g. Graphics, sound, chipsets, USB etc.
4) Ensure after installing drivers; all devices connected to system are functioning properly.
5) Install Basic softwares. Basic softwares includes
   a) Adobe reader
   b) Adobe Flash player.
   c) WinRAR.
   d) Anti-Virus. (Sophos EPP/Symantec EPP).
   e) Sophos Client authentication Agent.
   f) Chrome/Firefox browsers.
   g) Office 2010.

   If user has any specific software requirement, get approval from their GH for the same and just install software. No need to configure software as user's requirement. Delete setup from user's machine after installation.

6) Confirm with User whether machine provided to him/her is working fine.
7) Update Proper IMAC to Sandesh Sir for Physical devices.